

Korea International School

Faculty Absence Form

2011-12

This form should be submitted directly to the principal. Any leave requested by a faculty member that is not classified as “sick” or “personal” requires a form that can only be obtained from the director’s Assistant, and must be submitted to the Director for approval.

_____ requests an absence on the following date/s: _____
 (Name: please print) (Date/s of absence)

for the following reason. (Please check appropriate box) :

Qtr Day		Half Day		Full Day(s)	
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☐ **Sick Leave**

Room # _____

☐ **Personal Leave**

☐ **Conference and Trainings - 1day or less (Non-deduct)** _____
 (Name of Training)

☐ **Sports / Activities (Non-deduct)** _____
 (Name of Activity)

Signature _____
 (Employee)

Date _____

Signature _____
 (Principal)

Date _____

Signature _____
 (Sub Coordinator)

Date _____

Principal signature does not necessarily signify approval of your leave. Please do not make definitive plans (e.g. airplane bookings) until you hear that the leave has been approved by the sub-coordinator.

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Please put an “X” in the times that you teach, if your class is not in your room, please leave the time slot blank. For example, you send your homeroom class to a specialist classroom.

Elem Time(s) of a day :

Lunch Duty and Time: _____

Other Duties and Time: _____

Day Date	Mon	Tue	Wed	Thu	Fri
8:00-8:45					
8:47-9:32					
9:34-10:19					
10:38-11:23					
11:25-12:10					
12:10-1:00					
1:03-1:48					
1:50-2:45					